

MISSISSIPPI AIR NATIONAL GUARD

MILITARY POSITION ANNOUNCEMENT

Air Active Guard/Reserve (AGR)

(Statewide – Temporary AGR)

OPENING DATE: 1 May 2014

ANNOUNCEMENT NO: 14-0502

CLOSING DATE: 15 May 2014

POSITION TITLE: Production Recruiter

MINIMUM GRADE: SrA/E4

MAXIMUM GRADE: TSgt/E6

LOCATION OF POSITION: JFH MS ANG, Jackson, MS w/duty at Hattiesburg, MS

MILITARY ASSIGNMENT REQUIREMENT: Enlisted

REQUIRED AFSC: 8R000 Required ASVAB score General: 24

This is a temporary AGR position, not to exceed 31 March 2017.

For entry into AFSC 8R000, prior qualification at the 5 skill level in any AFSC is mandatory.

GENERAL:

Organizes and conducts programs to recruit quality personnel to satisfy the requirements for units and states to which assigned. Coordinates and disseminates recruiting information and establishes effective relations with local communities.

SPECIALIZED:

1. Must be knowledgeable of the organization, mission, and operations of the ANG, and the methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Have a high school diploma or General Education Diploma (GED) equivalent. Possess a valid state driver's license.
4. Possess a high moral character and unquestionable integrity.
5. Appearance must project a favorable image of the ANG. Must maintain outstanding appearance, military bearing, and standards of conduct; to include no history of disciplinary actions. Compliance with AFI 36-2903 and NGR 35-11 is mandatory.
6. Must be able to speak clearly and communicate effectively.
7. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny.
8. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter activities.
9. Must meet physical profile 111321 and be Dental Class A.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

Assists the local ANG RRS and ROS in the planning and organizing of recruiting activities. Analyze industrial and population content of communities to determine the requirements for recruiting programs. Develops and maintains long-term contacts with representatives of civilian organizations, high schools, and local reserve and active duty units of the Armed Forces, and the general public. Implements approved recruiting programs to meet Air National Guard and public needs and interests. Establishes contacts with interested prospects through the use of the news media, local advertising and referrals. Coordinates recruiting activities with all appropriate specialists (Public Affairs, photographers, and MPF personnel). Coordinates with responsible sections to ensure prospects are properly scheduled for all enlistment actions to include physical examinations and ASVAB tests. Makes personal contacts with prospective enlistees to

present overall opportunities the ANG has to offer. Maintains locally established recruiting production standards to meet state/unit strength requirements and ANG initiatives. Be familiar with unit recruiting operations plan to include goals and objectives. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: All applications must be submitted to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report. Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.